

The Safety **REMINDER**

FEOSH Program

July 2008

PICTURE YOURSELF HAVING A PERFECT DAY UNTIL

We all want to “picture” ourselves having perfect days, whether at work or at home. Unfortunately, accidents do occur. No matter how careful or how SAFE we think we are, occasionally we commit an unsafe act or encounter an unsafe condition. It is how we think and act that helps ensure we have those “picture” perfect days.

AMESH and Facility Management have set up a couple of scenes (typical office and storage area) in Room 1202 in the Federal Building that contain unsafe conditions. It is up to each employee (Federal and support service contractor) to inspect these areas to determine unsafe and/or unhealthy conditions. You don’t have to be a safety and health expert to identify unsafe conditions. You just have to use a little common sense and think it through. There will be no need to move or touch objects. A safe area will be delineated and all employees **MUST NOT** violate the safety barrier. The Room will be open from 8:00 a.m. - 4:00 p.m. from Tuesday, July 8th to Tuesday, July 15th (excluding weekend).

Every employee is strongly encouraged to visit these areas and write your findings on the form below. The person identifying the most hazards will win the **Grand Prize!** Also, any employee submitting a form will be eligible to receive a prize by identifying at least 10 hazards. You can elect to form “inspection teams” if you prefer. Just be sure to include a list of all Team Members on your entry form. We would prefer that everyone actively participate and don’t just copy down another employee’s findings.

Next, when you go back to your office area after your inspection, observe your surroundings. Can you identify any hazards? If so, write that down on your entry form at the bottom (with room number where hazard was found) and those findings will be counted toward your total. Of course, this is **AFTER** you have had the unsafe condition reported. Unsafe or potentially unsafe conditions can be reported to Facility Management by email (just type “maintenance”) or by calling 576-0586. All entries must be received by Jenny Mullins (Room 2209-3A) no later than COB on July 16th. If you have any questions please call Jenny Mullins (576-0836), Dave Greer (576-0858) or Scott McGill (576-1787).

Good inspecting **AND BE CAREFUL OUT THERE!!!!**

EMPLOYEE INSPECTION FORM

Name: _____

Organization: _____

Room Number: _____ Phone Number: _____

List of Identified Hazards:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

11. _____

12. _____

13. _____

14. _____

15. _____

16. _____

17. _____

18. _____

19. _____

20. _____

(If you need more room, continue on the back of this form).